

# WORKSHOP DESCRIPTIONS



All workshops are FREE - Advance sign up is required.  
Please call (360) 675-5966 or sign up with the Resource Specialist.

31975 State Route 20, Suite 3  
Oak Harbor, WA 98277  
(360) 675-5966

*\*To register by phone, leave your name, phone number, workshop, and date of workshop; You will be contacted if there is a cancellation.*

## **Upon arriving for a workshop, please:**

- ***Park in the Oak Harbor School District parking lot and walk over to our facility.***
- Be seated in the lobby and wait for the facilitator to call you.
- ***Be on time, since classes close after the first 5 minutes of instruction. THANK YOU!***

## **AVAILABLE WORKSHOPS INCLUDE:**

### ***Computer Basics/ Introduction to Microsoft Word:***

Entry level instruction on the computer and an introduction to word processing.

### ***Dress for Success:***

Preparing for a Job Fair? Learn what employers are looking for. This workshop helps you get ideas about how to dress, what questions to ask, what to say to employers, ten keys to success at Job Fairs, and a guide to researching companies and much more. There will be a short fashion show at the end of the workshop.

### ***Electronic Resumés:***

Cannot use "XP" documents. Bring an electronic copy of your resumé saved on a 3 ½" disk. Your resumé must be formatted in MS WORD (not MS Works or WordPerfect), since there will be no class time to edit your resumé. Also, you ***must have*** an e-mail address. You will leave the workshop with your resumé posted electronically online. (ONLY 8 PERSONS WILL BE ADMITTED)

### ***Employers Panel:***

Local employers provide insight to what is expected from resumés, interviewing and many other aspects of the job search journey. You will have the opportunity to have your resumé critiqued. Come and ask your questions!

### ***How to Start a Business:***

Interested in starting your own business? This two hour workshop talks about what it takes to start your own business.

### ***Interviewing:***

Preparing for an Interview? Learn to think like an employer. This workshop helps you practice interview questions and answers and teaches the fundamentals of thank you letters.

### ***Job Club:***

Meet with other job seekers to network and learn about available jobs in the community. Get ideas on where to look, how to look, and the steps you can take to secure that job.

### ***Practice Interviews:***

Every Monday by appointment only; bring a blank videocassette if you wish to have your interview recorded.

### ***Resumés & Applications:***

Learn to complete a resumé that will lead to employment. This workshop covers the different types of resumés, applications, and cover letter essentials.

### ***Skills & Abilities:***

Learn about your transferable skills and job skills and how to effectively market them to employers on an application, resumé, or in an interview. (This workshop is recommended before attending Resumé or Interview Workshops).

### ***The Job Market:***

Learn how to research jobs in your area. Find out which jobs are growing and which are not. Know who's hiring and the skills they require. Explore salary expectations, how to apply, and much more!

### ***Writing Resumés Using Word:***

Mid-level instruction in Microsoft Word with emphasis on writing resumés. (Suggested prerequisite-Computer Basics).

THE WHIDBEY CAREER CENTER IS OPEN TO THE PUBLIC. **NO FEE IS REQUIRED.**  
THE CENTER IS AN ADULT LEARNING ENVIRONMENT. PLEASE MAKE OTHER ARRANGEMENTS FOR CHILDREN.  
**AUXILIARY AIDS AND SERVICES AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.**

TTY: 1-800-833-6388